

## Advertisement

### **Finance Manager: Levies and Grants**

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ **Finance Manager: Levies and Grants**, who will report directly to the **Senior Manager: Finance** and be based at the Head Office in Centurion.

**Grading: (Role Band: D2)**

**Key Scale: R 884 269** (Total Cost to Company)

#### **The role of this position is to:**

To lead and apply sound financial management of levies and grant functions of the W&RSETA in support of the strategic objectives of the SETA, whilst ensuring compliance to the specified time frames, compliance to regulations, legislations, policies and procedures with sound transparent systems and efficient and effective controls in all areas of levies and grants.

#### **Key Performance Areas will include but not limited to the following:**

- Manage and implement efficient and effective management of levies, mandatory and discretionary grant functions, ensuring compliance to required time frames and legislation and regulations
- Assist and proactively contribute to the development and implementation of a financial strategy that will support long term sustainability for the SETA
- Lead, manage, develop, coach, motivate, performance manage and inspire the Finance Levies & Grants team ensuring performance against set individual and SETA targets
- Close working relationship with Provincial offices in order to provide project financial management support and expertise to departmental managers and project owners
- Prepare sound, accurate monthly project and financial reports
- Ensure the compilation of sound accurate annual contract commitment reports
- Efficiently manage the collection and recording of all revenue transactions into the accounting system according to the Generally Recognised Accounting Practice (GRAP) recognition and measurement principles
- Prepare project forecasts and contract cash flow projections
- Ensure new projects are accurately and timeously set-up on the system to support operations and deliver on stakeholder needs and requirements
- Continuously monitor the effectiveness and efficiencies of Levies and Grants processes and procedures and implement improvement and enhancements to optimally support SETA needs and requirements
- Provide proactive professional support and advice on strategic projects for the organisation
- Prepare management accounts and budget variance analysis
- Provide monthly and quarterly statutory reports
- Implement and maintain effective and sound financial systems and controls
- Prepare and submit all regulatory returns i.e. Estimates of National Expenditure (ENE), Medium term Expenditure Framework (MTEF) and so forth
- Guide, facilitate and advice on the development, management and control of project budgets
- Ensure adherence to W&RSETA policies, procedures, PFMA and relevant legislation

- Provide formal, standard reporting and feedback ensuring accurate, up-to-date status on SETA's financial performance
- Manage, guide, coach, performance management team
- Ensure knowledge-sharing, documentation of information, a team that is informed and up-to-date with developments in the sector
- Ensure a close working relationship between the different divisions to ensure the continuous delivery on SETA's financial needs and requirements
- Ensure that the synergy between the different divisions is utilized to continuously support SETA's performance and delivery against set objectives
- Ensure sound administration and recording across all Levies & Grants processes and procedures
- Effectively plan, coordinate, manage and execute ad hoc projects
- Oversee the accurate monthly levy upload process
- Setup of projects chart of accounts on the AX system
- Initiate & maintain relationships with key stakeholders such as Internal & External Auditors, National Treasury; Department of Higher Education and Training etc.
- Guide and advise on development & management of project budgets

### **Minimum Qualifications and Experience**

- Bachelor of Commerce degree in Accounting/ Financial Management or Cost Accounting
- Honors degree will be an advantage
- 5 years' relevant experience
- Sound knowledge of GRAP and regulatory accounting standards and frameworks
- In-depth knowledge and understanding of Corporate Governance and Regulatory frameworks in particular Public Financial Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA) and its most recent regulations as well as guidelines, notices and instruction notes issued by the relevant authorities from time to time.
- Experience in a SETA or Public Sector environment will be an advantage

### **Instructions to applicants**

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

**NB: Please include the name of the position on the subject line of the email.**

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at [careers@wrseta.org.za](mailto:careers@wrseta.org.za) The closing date for applications is: **27 January 2024**